



South Carolina Department of Health
and Environmental Control

Office of Solid Waste Reduction and Recycling Request for Proposals FY07 Solid Waste Reduction and Recycling Grant Increased Participation Program

December 12, 2005

Program Overview

The purpose of the Solid Waste Reduction and Recycling (SWRR) Grant is to increase the state's recycling rate and to reduce the per capita MSW disposal rate.

For the FY07 SWRR grant cycle, the Office of Solid Waste Reduction and Recycling is offering an Increased Participation (IP) program, the purpose of which is to increase the number of users that participate in local recycling programs, and/or to increase the amount of material recycled as a result of awareness and understanding about local recycling programs.

The Office recognizes that existing infrastructure is not being used up to its full potential. The goal of the IP grant program is to maximize existing infrastructure by educating users on what, when, where and how to recycle. Grant proposals are being sought from local governments that have a comprehensive plan for how to accomplish this goal and have developed the means to measure both their baseline and their results.

Budget: Individual awards will be limited to \$50,000. Funding will be awarded on a competitive basis.

General Guidelines

1. Grants will not be provided to any local government or region that has not demonstrated a good faith effort to meet the requirements of the S.C. Solid Waste Policy and Management Act of 1991 (Act).
2. Local governments must have submitted the appropriate reports as required by the Act to DHEC in order to participate in the program. Required reports may include, but are not limited to, a complete Solid Waste Management Plan, an annual SWM Progress Report, full-cost disclosure documentation and quarterly grant reports.
3. Grants will not be provided for projects not consistent with the local county Solid Waste Plan.
4. Each local government may submit **only one Solid Waste Reduction and Recycling Grant proposal under this Request for Proposals**. Applications for multiple programs will not be considered.
5. The Office must receive one electronic copy or five hard copies by 5:00 p.m. on April 7, 2006. Proposals received after the deadline will not be considered. Incomplete proposals will not be considered. Faxed proposals will not be considered.
6. The applicant must be able to provide documentation of ownership or present a signed lease agreement for any land that may be used in conjunction with the project proposed.

Application Process

DHEC's Office of Solid Waste Reduction and Recycling (Office) is accepting proposals from South Carolina local governments for the implementation or expansion of waste reduction and/or recycling projects.

Application deadline is April 7, 2006. The preferred method of application is via e-mail as a Word or WordPerfect document. As an alternative, applicants may submit to the Office five hard copies. The Office must receive all applications not later than 5:00 p.m. on April 7, 2006.

Multiple submittals: Each local government may submit **only one Solid Waste Reduction and Recycling Grant proposal under this Request for Proposals**. Applications for multiple programs will not be considered.

Eligibility: Any county, city, town or other local government in South Carolina that provides solid waste services is eligible to apply for grant funding.

Regional proposals may be submitted by a group of counties or local governments provided they have submitted a complete regional solid waste management plan to DHEC. Informal regions may apply but must submit a Memorandum of Agreement that designates one eligible local government to administer the funds.

Applicants that have failed to comply with DHEC reporting requirements will not be considered for awards (see Guidelines below).

Pre-application Process: Prior to submitting an application, a local government representative must contact the Office's grant staff to arrange a technical assistance consultation. Grant applications will not be reviewed if the applicant has not consulted with staff.

Review and Award Process: Awards will be made on a competitive basis. Proposals will be reviewed by a grant panel made up of staff and outside advisors. The panel will assign points to each proposal using the evaluative criteria described below. Proposals will then be ranked and funding awarded according to ranking.

Recommendations will be made to the South Carolina Solid Waste Advisory Council for final approval. Grant offers will be made in writing to the applicants. Grant awards will be made for a term of not more than 12 months.

Note: This solicitation does not commit the state to award a grant, to pay any cost incurred in the preparation of the proposal, or to procure or contract for articles of goods or services. The state reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this proposal if it is in the best interest of the state to do so.

Submittal Instructions

- Proposals may be submitted electronically, mailed **or** hand delivered.
- One electronic copy or five hard copies must be received by the Office no later than 5:00 p.m. 4/7/06.
- Postmark dates will not be taken into consideration.
- Proposals received after the deadline will not be considered.
- Incomplete proposals will not be considered.
- Fax copies will not be considered.

Option #1 - Electronic submittals **should be e-mailed to** swgrants@dhec.sc.gov

Option #2 - Hard copies should be **mailed to:**

SCDHEC BLWM
Office of Solid Waste Reduction
2600 Bull St.
Columbia, SC 29201

Option #3 - Hand delivered, **hard copies should go to:**

SCDHEC BLWM
Stern Business Center,
8911 Farrow Rd. Columbia, SC
Phone: 803/896-4200

--Do **not** mail proposals to this address--

Proposal Contents

1. Applicant name, project contact person and all contact information.
2. A description of the applicant's recycling program. Include:
 - a. a brief history of your program,
 - b. a description of the collection methods used, including curbside programs and drop-off programs,
 - c. a map indicating general service area, drop-off locations and areas served by curbside or commercial recycling programs, and
 - d. a list of all commodities collected in both curbside and drop-off programs
 - e. A brief description of your education program. Describe printed materials available and distributed. Describe community activities used to promote recycling and waste reduction

NOTE: A detailed brochure may be substituted for items b-d above as appropriate.

3. A clear, detailed description of the project for which funds are being sought. Along with your detailed project description, please address all points described in the evaluative criteria section.
4. A summary of the desired outcome of the project. Describe your baseline participation rate and how it is measured, along with how you intend to raise that rate. Include an estimate of the increase and how that increase will be measured. Participation can be measured in many ways, including but not limited to, number of residents or households participating, set out rate of curbside bins, number of businesses to which service is available, volume of materials collected or amount of material diverted from disposal.
5. A detailed budget for the project, including grant funds requested, matching funds available, in-kind contributions and any other contributions. Include a detailed explanation of each item listed in the budget.
6. A detailed timeline for the project.
7. A description of how the project will be sustained beyond the grant period. Indicate source(s) of future funding, expected staffing levels and anticipated education/outreach activities.

Expenses Considered May Include	Anticipated Awards
<ul style="list-style-type: none"> • Development and implementation of a comprehensive public awareness program • Purchase of "air time" or print advertisements • Direct mailings • Training of city/county personnel or contracted representatives • Web page development • Workshops or meetings for selected audiences • Other expenses that promote increased participation 	\$50,000 maximum award

Evaluative Criteria Increased Participation Program

The evaluative criteria will be used to assign point values to all proposals. Grant awards will be made based on a ranking by point value. The Office strongly recommends that applicants review their proposals thoroughly to ensure that each criterion is addressed.

Program Outcomes	Point value: (0 to 45)
<ul style="list-style-type: none"> Proposal clearly explains how the project will result in an increase in participation and materials collected. Proposal indicates current and projected participation rates and clearly explains methods used to derive rates. 	

Commitment to recycling goals	Point value: (0 to 25)
<ul style="list-style-type: none"> Proposal clearly outlines the applicant's determination to provide sufficient financial resources and personnel to sustain the increased participation rate that results from implementation of the grant project. 	

Cost justification	Point value: (0 to 15)
<ul style="list-style-type: none"> A clear description of costs is provided in the proposal. A clear description of each budget item is provided in the proposal. The cost of the project is reasonable and appropriate relative to description provided by applicant. 	

Regional cooperation	Point value: (0 to 5)
<p>The proposal is submitted by a group of counties in South Carolina that has prepared, approved and submitted a regional solid waste management plan to DHEC pursuant to Section 44-96-80 (Solid Waste Policy and Management Act) OR a group of local governments that submits a Memorandum of Agreement detailing plans to work cooperatively under the scope of the grant proposal.</p>	

Integration of existing infrastructure	Point value: (0 to 10)
<p>Applicant clearly explains how the proposed project makes use of existing infrastructure and complements other community programs.</p>	